

State of Maine  
Local Project Administration  
Project Development Administrator Checklist (Federal Funds)

Municipality \_\_\_\_\_ Location \_\_\_\_\_

Project Number \_\_\_\_\_ P.I.N. \_\_\_\_\_

Project Identification and Request

Initials   Date or N/A

\_\_\_\_\_ \_\_\_\_\_ Project in (STIP) Statewide Transportation Improvement Program  
\_\_\_\_\_ \_\_\_\_\_ Request Municipal Administration of project from MDOT  
Local Project Coordinator (Letter 01) (*Steve Harris State House Station  
16, Augusta, ME, 04333;(207)624-3329;steve.harris@maine.gov*)  
\_\_\_\_\_ \_\_\_\_\_ Received Local Project Agreement

Preliminary Engineering & Right of Way Authorization

\_\_\_\_\_ \_\_\_\_\_ Review, check math, and sign Local Project Agreements  
\_\_\_\_\_ \_\_\_\_\_ Mail Local Project Agreements to MDOT Local Project  
Coordinator (Letter 02)  
\_\_\_\_\_ \_\_\_\_\_ Approval to proceed in writing from MDOT Project  
Manager. (**Expenses incurred for PE and R/W prior to  
authorization are not reimbursable**)

Project Administration

\_\_\_\_\_ \_\_\_\_\_ Correspondence File created  
\_\_\_\_\_ \_\_\_\_\_ Authorization Requests/Approvals  
\_\_\_\_\_ \_\_\_\_\_ Billing Requests/Approvals  
\_\_\_\_\_ \_\_\_\_\_ Other Correspondence  
\_\_\_\_\_ \_\_\_\_\_ Line Item Project Budget and Project Schedule Submitted to  
MDOT Project Manager  
\_\_\_\_\_ \_\_\_\_\_ Line Item Project Budget and Project Schedule Submitted to  
MDOT Project Manager (Letter 03)  
\_\_\_\_\_ \_\_\_\_\_ Billing System created  
\_\_\_\_\_ \_\_\_\_\_ Bills submitted to Project Manager monthly (Letter 04)  
\_\_\_\_\_ \_\_\_\_\_ Bills Categorized by (Preliminary Engineering, Right of Way,  
Construction Engineering) and budget line item  
\_\_\_\_\_ \_\_\_\_\_ Individual Bill is greater than \$1000  
\_\_\_\_\_ \_\_\_\_\_ Bill are submitted on Municipality Billhead or Invoice  
\_\_\_\_\_ \_\_\_\_\_ Bill contains accumulative total of all costs per category  
\_\_\_\_\_ \_\_\_\_\_ Bill identifies municipal cost share, if any

## Engineering Consultants

### Consultant Selection Process (\$25,000 and Above) - Quality Based Selection (QBS)

#### RFQ Process

- \_\_\_\_\_ Develop Independent Estimate for cost of consultant services
- \_\_\_\_\_ Generate Public Request for Qualifications (RFQ) in order to obtain list of qualified consultants interested in doing the work. If needed, may supplement list of interested firms by reviewing list of registered consultants supplied from MDOT Project Manager
- \_\_\_\_\_ Submit RFQ to MDOT Project Manager for approval (Letter 5)
- \_\_\_\_\_ Received approval from MDOT Project Manager prior to advertisement
- \_\_\_\_\_ Advertised RFQ
- \_\_\_\_\_ Select minimum of three qualified firms as finalists
- \_\_\_\_\_ Develop Consultant Selection Criteria and percentages for scoring.
- \_\_\_\_\_ Conduct face to face interviews with qualified firms - (Telephone interviews are allowed for Contracts less than \$50,000.00.)
- \_\_\_\_\_ Select Consultant
- \_\_\_\_\_ Request Technical and Cost Proposal from Best Qualified Consultant
- \_\_\_\_\_ Negotiate Scope, Schedule & Cost with consultant
- \_\_\_\_\_ If scope or cost can not be negotiated request Technical and Cost proposal from the next Best Qualified Consultant
- \_\_\_\_\_ Submit negotiated contract and Cost Proposal to MDOT Project Manager for approval (Letter 06)
- \_\_\_\_\_ Received Disadvantaged Business Enterprise utilization plan
- \_\_\_\_\_ Consultant Selection and Cost approved by Project Manager
- \_\_\_\_\_ Perform prenegotiated audit (if necessary)
- \_\_\_\_\_ Contract signed by Consultant
- \_\_\_\_\_ Contract Executed (Signed by Municipality after Consultant has signed)
- \_\_\_\_\_ Written Notice to Proceed sent to Consultant
- \_\_\_\_\_ Copy of executed contract sent to MDOT Project Manager(Let 07)
- \_\_\_\_\_ Letters sent to unsuccessful consultants

#### RFP Process

- \_\_\_\_\_ Develop Independent Estimate for cost of consultant services
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- \_\_\_\_\_ Select Best Qualified Consultant
- \_\_\_\_\_ Open Cost Proposal
- \_\_\_\_\_ Negotiate Scope, Schedule & Cost with consultant
- \_\_\_\_\_ If scope or cost can not be negotiated begin negotiations with next Best Qualified Consultant
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- \_\_\_\_\_ Written Notice to Proceed sent to Consultant
- \_\_\_\_\_ Copy of executed contract sent to MDOT Project Manager (Let 07)
- \_\_\_\_\_ Letters and unopened cost proposals sent to unsuccessful consultants

#### **Consultant Selection Process (Less than \$25,000)**

- \_\_\_\_\_ The above Consultant Selection Processes
- \_\_\_\_\_ or
- \_\_\_\_\_ Select Consultant as a sole source procurement based on past municipality experience
- \_\_\_\_\_ Municipality utilizes its own selection process
- \_\_\_\_\_ Received Disadvantaged Business Enterprise (DBE) utilization plan
- \_\_\_\_\_ Submit negotiated contract and Cost Proposal to MDOT Project Manager for approval (Letter 08)
- \_\_\_\_\_ Consultant Selection and Cost approved by Project Manager
- \_\_\_\_\_ Perform prenegotiated audit (if necessary)
- \_\_\_\_\_ Contract signed by Consultant
- \_\_\_\_\_ Contract Executed (Signed by Municipality after Consultant has signed)
- \_\_\_\_\_ Written Notice to Proceed sent to Consultant
- \_\_\_\_\_ Copy of executed contract sent to MDOT Project Manager (Let 07)

#### **Consultant Administration**

- \_\_\_\_\_ Oversee Consultants work and billings to ensure compliance with agreement
- \_\_\_\_\_ Prepare project diary to record discussions and visitation with consultant

- \_\_\_\_\_ Check consultant billings regarding employee classifications, wage rates, etc.
- \_\_\_\_\_ Consultant submits DBE quarterly report (every quarter of project)
- \_\_\_\_\_ Enter consultant payments on ledger system
- \_\_\_\_\_ Conduct consultant employee interviews
- \_\_\_\_\_ Final DBE certification of subconsultant payments made

### Right of Way

- \_\_\_\_\_ Acquisition Plan Approved (Letter 09)
- \_\_\_\_\_ Titles and Certifications (Me. R/W Manual 8-2.01) Complete
- \_\_\_\_\_ Right of Way Mapping (ME. R/W Manual 8-2.02) Complete
- \_\_\_\_\_ Determination of Just Compensation (Me. R/W Manual 8-2.03)
- \_\_\_\_\_ Negotiations with the Owner
- \_\_\_\_\_ Title and Rights Perfected
- \_\_\_\_\_ Right of Way Certified (Letter 10) (Me. R/W Manual 2-2.02(b)).
- \_\_\_\_\_ Parcel and Project Files
- \_\_\_\_\_ Title and Rights Transferred to MDOT.

### Environmental

#### Categorical Exclusion

- \_\_\_\_\_ Complete "Categorical Exclusion Documentation" included in the Local Project Packet. (Letter 11)
- \_\_\_\_\_ Contact MDOT Project Manager as to MHPC sign-off
- \_\_\_\_\_ Return completed Categorical Exclusion Documentation to Project Manager.

#### Environmental Permits

- \_\_\_\_\_ Contact appropriate State and Federal agencies for permitting need/approval:
- \_\_\_\_\_ Contact appropriate State agencies for their comments and concerns pertaining to the project:
- \_\_\_\_\_ Complete MDEP permit application and submit to MDEP
- \_\_\_\_\_ Submit letter of Environmental Certification (including approved MDEP permit) to Project Manager (Letter 12)

### Utility Coordination

- \_\_\_\_\_ Utilities Identified
- \_\_\_\_\_ Facility Information Verified
- \_\_\_\_\_ Prelim. Utility Comments, Conflicts, and Relocation Strategy Completed
- \_\_\_\_\_ Specific Underground Facility Locations Identified
- \_\_\_\_\_ Final Facility Impacts, Relocation Strategy and Agreements Completed

- \_\_\_\_\_ Utility Specification and Certification Completed (Letter 13)
- \_\_\_\_\_ Oversee Utility Relocation Schedule

### Plan Development

- \_\_\_\_\_ Preliminary Alignment Design (PAD) Completed (Letter 14)
- \_\_\_\_\_ Preliminary Design Report (PDR) Completed (Letter 15)
- \_\_\_\_\_ Public Process Completed (Letter 16)
- \_\_\_\_\_ Plan Impacts Completed (Letter 17)

### Plans, Specifications and Estimates (PS&E)

- \_\_\_\_\_ Review commitment and correspondence file
- \_\_\_\_\_ PS&E completed
- \_\_\_\_\_ PS&E approved by MDOT Project Manager
- \_\_\_\_\_ Plans, contract specifications and estimates stamped, signed and dated, and on file in the municipal office.
- \_\_\_\_\_ State and Federal wage rates obtained

### Construction Funding Authorization

- \_\_\_\_\_ Request construction funding in writing from MDOT Project Manager with the following Attachments: (Letter 18)
- \_\_\_\_\_ Construction Funds approved in writing from MDOT Project Manager (Advertising is prohibited prior to Const. Funding Authorization)

### Advertising and Award

- \_\_\_\_\_ Request minimum testing requirements---send copy of plans (1/2 sized), estimated quantities, and specs to Rick Bradbury in Bangor (941-4545)
- \_\_\_\_\_ Advertise for bids
  - \_\_\_\_\_ Approve ad period of less than 3 weeks
  - \_\_\_\_\_ Publish Notice of Bid Opening
  - \_\_\_\_\_ Date of publication for sealed bids
- \_\_\_\_\_ Bid Opening
  - \_\_\_\_\_ Determine contractor qualifications
  - \_\_\_\_\_ Issue addendum (if within ten days of bid opening, bid opening should be delayed)
  - \_\_\_\_\_ Opened Bids
  - \_\_\_\_\_ Prepared bid tabulation sheet
  - \_\_\_\_\_ Check submitted bids for tabulation errors
  - \_\_\_\_\_ Completed bid and bidders tabulation sheet
  - \_\_\_\_\_ Checked DBE participation goal - verify DBE certification status
  - \_\_\_\_\_ Determine responsive bid

- \_\_\_\_\_ Contractor licensed as required by the laws of the State of Maine
- \_\_\_\_\_ Award recommendation sent to MDOT Project Manger (Letter 19)
- \_\_\_\_\_ Tabulation of bids
- \_\_\_\_\_ Engineer's estimate
- \_\_\_\_\_ Actual verses estimated costs shown in Local Project Agreement
- \_\_\_\_\_ DBE utilization certification
- \_\_\_\_\_ Estimated date of contract completion
- \_\_\_\_\_ Award approved in writing from MDOT Project Manger
- \_\_\_\_\_ Award Construction Contract (*date of award is cutoff for charges to preliminary engineering*)
- \_\_\_\_\_ Establish contract award date
- \_\_\_\_\_ Send "Award Letter" to successful low bidder
- \_\_\_\_\_ Notify all unsuccessful bidders
- \_\_\_\_\_ Return Bid Bonds (except for first three)
- \_\_\_\_\_ Notify second and third bidders of holding bid bonds until execution
- \_\_\_\_\_ Send copy of signed contract to MDOT Project Manager (Letter 20)

### Construction Administration

#### Pre-Construction/Pre-Paving Meeting

- \_\_\_\_\_ Notice of preconstruction meeting (ADA compliant) (Letter 21)
- \_\_\_\_\_ Pre-Construction meeting agenda prepared
- \_\_\_\_\_ Pre-Construction meeting held, and plan for Utilities agreed to
- \_\_\_\_\_ Quality Control (QC) Plans Approved
- \_\_\_\_\_ Minutes of meeting sent (Letter 22)
- \_\_\_\_\_ OJT Plan Completed (Letter 23, Letter 24)
- \_\_\_\_\_ Soil Erosion Water Pollution Control Plan
- \_\_\_\_\_ Spill Prevention Plan Approved
- \_\_\_\_\_ Schedule of Work Approved

#### Construction Testing/Documentation

- \_\_\_\_\_ Minimum Testing Requirements determined and posted
- \_\_\_\_\_ Acceptance Testing File created
- \_\_\_\_\_ Project Diary created
- \_\_\_\_\_ Inspector's Diary
- \_\_\_\_\_ Final Quantity book created
- \_\_\_\_\_ Drainage book created
- \_\_\_\_\_ Pit Authorizations
- \_\_\_\_\_ Waste Area agreements completed
- \_\_\_\_\_ Contractor's Bulletin Board erected with required postings
- \_\_\_\_\_ Project signing monitored
- \_\_\_\_\_ Weekly statement of working days started
- \_\_\_\_\_ Quality Assurance (QA)

- \_\_\_\_\_ Weekly Certified payroll from each Contractor or Subcontractor received
- \_\_\_\_\_ Certified payroll checked for compliance with minimum wage rates
- \_\_\_\_\_ Wage rate interviews conducted (2 per month) to compare wages received with wages reported
- \_\_\_\_\_ Changes to plans identified
  - \_\_\_\_\_ Identify needed change with quantities
  - \_\_\_\_\_ Acquire needed prices of work (*if not covered by contract*)
  - \_\_\_\_\_ Prepare Change Order (*including any adjustment to time*) and get any required approvals
  - \_\_\_\_\_ Place Original CO in Project Records
  - \_\_\_\_\_ Send copy of CO to MDOT Project Manager for his records (Let25)
  - \_\_\_\_\_ Send copy of CO to Contractor for his records
- \_\_\_\_\_ Monthly Progress payment received and approved
  - \_\_\_\_\_ Prepare Estimate or receive Estimate from Contractor
  - \_\_\_\_\_ Check Estimate (if received from Contractor)
  - \_\_\_\_\_ Estimate given to Contractor (FYI)
  - \_\_\_\_\_ Estimate processed and payment sent to Contractor

### Project Completion

- \_\_\_\_\_ Final Inspection by municipality, MDOT Project Manager and Contractor conducted (Letter 26)
  - \_\_\_\_\_ Final "punch list" developed
  - \_\_\_\_\_ Final "punch list" of items completed
  - \_\_\_\_\_ Notice of completion sent to Contractor with notification of any liquidated damages (copy sent to MDOT Project Manager)
- \_\_\_\_\_ Copy of overruns/underruns sent to MDOT Project Manager
- \_\_\_\_\_ As built plans completed and sent to MDOT Project Manager
- \_\_\_\_\_ QA Certification
  - \_\_\_\_\_ Material certification letter submitted to MDOT documentation group
  - \_\_\_\_\_ Testing file submitted with documentation of minimum testing requirements
  - \_\_\_\_\_ QA Pay Factors Computed by Resident and checked by MDOT rep
  - \_\_\_\_\_ Testing Section (Bruce Yeaton ---941-4545) notified of project completion
- \_\_\_\_\_ Final Quantity book completed
- \_\_\_\_\_ DBE/OJT Sign-off from MDOT
  - \_\_\_\_\_ Final determination of OJT
    - \_\_\_\_\_ Met
    - \_\_\_\_\_ Did not meet and balance waived
    - \_\_\_\_\_ Did not meet and contractor sanctioned
- \_\_\_\_\_ Final Estimate paid and retainage released
- \_\_\_\_\_ Final billing sent to MDOT (Letter 27)

Municipality \_\_\_\_\_ Location \_\_\_\_\_

Project Number \_\_\_\_\_ P.I.N. \_\_\_\_\_

<u>Initials</u>	<u>Date or N/A</u>
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### **Engineering Consultants**

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- \_\_\_\_\_ Conduct consultant employee interviews
- \_\_\_\_\_ Final DBE certification of subconsultant payments made

### **Right of Way**

- \_\_\_\_\_ **Acquisition Plan Approved (Letter 09)**
  - \_\_\_\_\_ Process Outline
  - \_\_\_\_\_ Staff Qualifications
  - \_\_\_\_\_ Owner Dispute Resolution Procedures
- \_\_\_\_\_ **Titles and Certifications (Me. R/W Manual 8-2.01) Complete**
- \_\_\_\_\_ **Right of Way Mapping (ME. R/W Manual 8-2.02) Complete**
  - \_\_\_\_\_ Name & Address List of Abutters -Property Owner Reports
  - \_\_\_\_\_ Existing Right of Way and Rights
  - \_\_\_\_\_ Property Pins Listed
  - \_\_\_\_\_ Abutting Ownerships
  - \_\_\_\_\_ Proposed new Right of Way and Rights (MDOT Standards)
- \_\_\_\_\_ **Determination of Just Compensation (Me. R/W Manual 8-2.03)**
  - \_\_\_\_\_ Necessary information provided to appraiser
  - \_\_\_\_\_ Owner provided opportunity to accompany appraiser
  - \_\_\_\_\_ Appraisal Format eligibility determined parcel by parcel
  - \_\_\_\_\_ Appraisals reviewed where required
  - \_\_\_\_\_ Written statement of Just Compensation prepared
- \_\_\_\_\_ **Negotiations with the Owner**
  - \_\_\_\_\_ Offer presented; Impacts discussed all owners
  - \_\_\_\_\_ Negotiations Completed - Negotiations at Impasse
- \_\_\_\_\_ **Title and Rights Perfected**
  - \_\_\_\_\_ Title Acquired by Negotiations
  - \_\_\_\_\_ Title Acquired by Eminent Domain (Me. R/W Manual 8-2.08)
  - \_\_\_\_\_ Payments made before possession is surrendered
- \_\_\_\_\_ **Right of Way Certified (Letter 10) (Me. R/W Manual 2-2.02(b))**
  - \_\_\_\_\_ All Right of Way Acquired
  - \_\_\_\_\_ Rights to Occupy All Right of Way Acquired
  - \_\_\_\_\_ All Right of Way not Acquired
  - \_\_\_\_\_ Certificate co-signed by MDOT
- \_\_\_\_\_ **Parcel and Project Files**
  - \_\_\_\_\_ Parcel Files Complete (Me. R/W Manual 8-4.01)
  - \_\_\_\_\_ Project Summary Records (Me. R/W Manual 8-4.02)
- \_\_\_\_\_ **Title and Rights Transferred to MDOT**

## **Environmental**

### **Categorical Exclusion**

- \_\_\_\_\_ **Complete “Categorical Exclusion Documentation” included in the Local Project Packet (Letter 11)**
- \_\_\_\_\_ **Contact MDOT Project Manager as to MHPC sign-off**
- \_\_\_\_\_ **Return completed Categorical Exclusion Documentation to Project Manager**

### **Environmental Permits**

- \_\_\_\_\_ **Contact appropriate State and Federal agencies for permitting need/approval:**
  - \_\_\_\_\_ Maine Department of Environmental Protection, Division of Land Resource Regulation, contact regional office. Website- [www.state.me.us/dep/blwq/](http://www.state.me.us/dep/blwq/)
  - \_\_\_\_\_ US Army Corp. of Engineers, Maine Project Office, (207)623-8367
- \_\_\_\_\_ **Contact appropriate State agencies for their comments and concerns pertaining to the project:**
  - \_\_\_\_\_ Maine Department of Inland Fisheries and Wildlife, contact Fisheries Division regional offices for timing approval, freshwater fisheries and fish passage issues. Website- [www.state.me.us/ifw/fish/fish.htm](http://www.state.me.us/ifw/fish/fish.htm)
  - \_\_\_\_\_ Maine Department of Inland Fisheries and Wildlife, contact Wildlife Division regional offices for rare, threatened and endangered species, and other wildlife issues. Website- [www.state.me.us/ifw/wma/index.htm](http://www.state.me.us/ifw/wma/index.htm)
  - \_\_\_\_\_ Maine Department of Marine Resources, contact Brian Swan of the Watershed Management Division for timing approval, anadromous fisheries, coastal resources and fish passage issues. Website- [www.state.me.us/dmr/crd/watershedmanagementdivision.htm](http://www.state.me.us/dmr/crd/watershedmanagementdivision.htm)
  - \_\_\_\_\_ Maine Department of Conservation, Natural Areas Program, contact Molly Dochery (need to state that you are inquiring about MDOT funded project) for rare plants and plant communities. Website- [www.state.me.us/doc/nrimc/mnap/home.htm](http://www.state.me.us/doc/nrimc/mnap/home.htm)
  - \_\_\_\_\_ Maine Atlantic Salmon Commission, contact area biologist for timing approval, salmon habitat and fish passage issues. Website- [www.state.me.us/asa/](http://www.state.me.us/asa/)
  - \_\_\_\_\_ Other Permitting Agencies
- \_\_\_\_\_ **Complete MDEP permit application and submit to MDEP**
- \_\_\_\_\_ **Submit letter of Environmental Certification (Letter 12) including approved MDEP permit) to Project Manager**

## **Utility Coordination**

- \_\_\_\_\_ **Utilities Identified**
  - \_\_\_\_\_ Determine utility contacts for utilities on the project
  - \_\_\_\_\_ Obtain existing right-of-way information
  - \_\_\_\_\_ Review existing site conditions to assess potential conflicts
- \_\_\_\_\_ **Facility Information Verified**
  - \_\_\_\_\_ Send Survey Plan to utilities and railroads (RR) requesting review & comment
  - \_\_\_\_\_ Arrange for additional survey needs as necessary
- \_\_\_\_\_ **Prelim. Utility Comments, Conflicts, and Relocation Strategy Completed**
  - \_\_\_\_\_ Develop preliminary utility relocation strategy
  - \_\_\_\_\_ Discuss right-of-way needs with utilities
  - \_\_\_\_\_ Distribute Alignment plans to the utilities & RRs for more detailed determination of impacts
  - \_\_\_\_\_ Determine the need for agreements with the utilities or RRs
- \_\_\_\_\_ **Specific Underground Facility Locations Identified**
  - \_\_\_\_\_ Review general plan and proposed drainage for potential underground utility conflicts
  - \_\_\_\_\_ Arrange for test pits to determine specific location of existing utilities
- \_\_\_\_\_ **Final Facility Impacts, Relocation Strategy and Agreements Completed**
  - \_\_\_\_\_ Distribute PDR-plans showing final impacts to utilities & RRs for review and comment
  - \_\_\_\_\_ Hold Utility Precoordination Meeting to finalize necessary relocations or other work
  - \_\_\_\_\_ Distribute written minutes from the Precoordination Meeting
  - \_\_\_\_\_ Distribute draft railroad and utility Special Provisions
  - \_\_\_\_\_ Prepare draft agreements (as necessary) and initiate agreement approval process
- \_\_\_\_\_ **Utility Specification and Certification Completed (Letter 13)**
  - \_\_\_\_\_ Final utility & RR specification for contract documents
  - \_\_\_\_\_ Document legal location of any relocated utilities
- \_\_\_\_\_ **Oversee Utility Relocation Schedule**
  - \_\_\_\_\_ Conduct Preconstruction/Utility Meeting
  - \_\_\_\_\_ Distribute written minutes to Preconstruction/Utility Meeting
  - \_\_\_\_\_ Monitor utility & RR work to assure planned work proceeds as planned

## **Plan Development**

- \_\_\_\_\_ **Preliminary Alignment Design (PAD) Completed**
  - \_\_\_\_\_ PAD submitted to MDOT Project Manager (Letter 14)
  - \_\_\_\_\_ PAD approved by MDOT Project Manager

- \_\_\_\_\_ **Preliminary Design Report (PDR) Completed**
  - \_\_\_\_\_ PDR submitted to MDOT Project Manager (**Letter 15**)
  - \_\_\_\_\_ PDR approved by MDOT Project Manager
- \_\_\_\_\_ **Public Process Completed (Letter 16)**
  - \_\_\_\_\_ Public Meeting
  - \_\_\_\_\_ Town Meeting
  - \_\_\_\_\_ Public Notification
- \_\_\_\_\_ **Plan Impacts Completed**
  - \_\_\_\_\_ Plan Impacts submitted to MDOT Project Manager (**Letter 17**)
  - \_\_\_\_\_ Plan Impacts approved by MDOT Project Manager

### **Plans, Specifications and Estimates (PS&E)**

- \_\_\_\_\_ **Review commitment and correspondence file**
  - \_\_\_\_\_ Airport roadway clearance from FAA
  - \_\_\_\_\_ Utility Agreement obtained
  - \_\_\_\_\_ Railway agreement(s) obtained
- \_\_\_\_\_ **PS&E completed**
  - \_\_\_\_\_ Vicinity map
  - \_\_\_\_\_ Summary of quantities
  - \_\_\_\_\_ Reclamation Plans
  - \_\_\_\_\_ Roadway sections (typicals)
  - \_\_\_\_\_ Plans/profiles
  - \_\_\_\_\_ Utility
  - \_\_\_\_\_ Structure notes
  - \_\_\_\_\_ Signing
  - \_\_\_\_\_ Illumination
  - \_\_\_\_\_ Bridge Plans
  - \_\_\_\_\_ Traffic Control Plan
  - \_\_\_\_\_ Standard details
  - \_\_\_\_\_ Sheets numbered and dated
  - \_\_\_\_\_ Title sheet signed and stamped by Professional Engineer
  - \_\_\_\_\_ Log of test borings
  - \_\_\_\_\_ Equal Employment Opportunity (EEO) clauses
  - \_\_\_\_\_ Disadvantaged Business Enterprise (DBE) plan
  - \_\_\_\_\_ On the Job Training (OJT) plan
  - \_\_\_\_\_ Sexual Harassment clause
  - \_\_\_\_\_ For steel, Buy America requirement
  - \_\_\_\_\_ Davis Bacon wage rates
  - \_\_\_\_\_ Traffic control special provisions
  - \_\_\_\_\_ Specialty items
  - \_\_\_\_\_ Engineers estimate complete
  - \_\_\_\_\_ Request/complete the 403 Special Provision for Hot Mix Asphalt (Contact Brian Luce)
  - \_\_\_\_\_ Documentation for each item in engineer's estimate
  - \_\_\_\_\_ Justification for nonparticipating items

- \_\_\_\_\_ Detail documentation for lump sum items available in project files
- \_\_\_\_\_ Approval of local agency supplied materials
- \_\_\_\_\_ Sources approved by approving authority
- \_\_\_\_\_ **PS&E approved by MDOT Project Manager**
- \_\_\_\_\_ **Plans, contract specifications and estimates stamped, signed and dated, and on file in the municipal office**
- \_\_\_\_\_ **State and Federal wage rates obtained**

### **Construction Funding Authorization**

- \_\_\_\_\_ **Request construction funding in writing from MDOT Project Manager with the following Attachments: (Letter 18)**
  - \_\_\_\_\_ Plans, Specifications and Estimates
  - \_\_\_\_\_ Environmental Certification
  - \_\_\_\_\_ Right of Way Certification
  - \_\_\_\_\_ Utilities Certification
- \_\_\_\_\_ **Construction Funds approved in writing from MDOT Project Manager (*Advertising is prohibited prior to Const. Funding Authorization*)**

### **Advertising and Award**

- \_\_\_\_\_ **Request minimum testing requirements---send copy of plans (1/2 sized), estimated quantities, and specs to Rick Bradbury in Bangor (941-4545)**
- \_\_\_\_\_ **Advertise for bids**
  - \_\_\_\_\_ Approve ad period of less than 3 weeks
  - \_\_\_\_\_ Publish Notice of Bid Opening
  - \_\_\_\_\_ Date of publication for sealed bids
- \_\_\_\_\_ **Bid Opening**
  - \_\_\_\_\_ Determine contractor qualifications
  - \_\_\_\_\_ Issue addendum (if within ten days of bid opening, bid opening should be delayed)
  - \_\_\_\_\_ Opened Bids
  - \_\_\_\_\_ Prepared bid tabulation sheet
  - \_\_\_\_\_ Check submitted bids for tabulation errors
  - \_\_\_\_\_ Completed bid and bidders tabulation sheet
  - \_\_\_\_\_ Checked DBE participation goal - verify DBE certification status
  - \_\_\_\_\_ Determine responsive bid
  - \_\_\_\_\_ Contractor licensed as required by the laws of the State of Maine
- \_\_\_\_\_ **Award recommendation sent to MDOT Project Manger (Let 19)**
  - \_\_\_\_\_ Tabulation of bids
  - \_\_\_\_\_ Engineer's estimate
  - \_\_\_\_\_ Actual verses estimated costs shown in Local Project Agreement
  - \_\_\_\_\_ DBE utilization certification

- \_\_\_\_\_ Estimated date of contract completion
- \_\_\_\_\_ **Award approved in writing from MDOT Project Manger**
- \_\_\_\_\_ **Award Construction Contract (date of award is cutoff for charges to preliminary engineering)**
- \_\_\_\_\_ Establish contract award date
- \_\_\_\_\_ Send "Award Letter" to successful low bidder
- \_\_\_\_\_ Notify all unsuccessful bidders
- \_\_\_\_\_ Return Bid Bonds (except for first three)
- \_\_\_\_\_ Notify second and third bidders of holding bid bonds until execution
- \_\_\_\_\_ **Send copy of signed contract to MDOT Project Manager(Let20)**

## **Construction Administration**

### **Pre-Construction/Pre-Paving Meeting**

- \_\_\_\_\_ **Notice of preconstruction meeting (ADA compliant) to:**
  - \_\_\_\_\_ Contractor
  - \_\_\_\_\_ Affected Utility Companies
  - \_\_\_\_\_ Fire, Police, Hospital, or ambulance (if appropriate)
  - \_\_\_\_\_ MDOT Project Manager (**Letter 21**)
  - \_\_\_\_\_ Designer
  - \_\_\_\_\_ MDOT Field QA Supervisor
  - \_\_\_\_\_ Local Project staff (Resident, Inspector, Testing staff)
- \_\_\_\_\_ **Pre-Construction meeting agenda prepared**
- \_\_\_\_\_ **Pre-Construction meeting held, and plan for Utilities agreed to**
- \_\_\_\_\_ **Quality Control (QC) Plans Approved**
  - \_\_\_\_\_ Submitted by Contractor (Per Section 106.4---at least 30 days before any work is to be performed)
  - \_\_\_\_\_ Discuss/submit certified personnel that will be sampling/testing on the project for local agency/city
  - \_\_\_\_\_ Send copy of Pre-Construction/Pre-paving minutes (including QC/Acceptance technicians) to Independent Assurance---Joe Anderson (Bangor) and Acceptance Supervisor----Wade McClay (south) or Rick Bradbury (north)
  - \_\_\_\_\_ Review/Approve/Reject the Contractor's QC Plan (Contacts-Wade McClay/Rick Bradbury/Michael Redmond/Brian Luce)
- \_\_\_\_\_ **Minutes of meeting sent to:**
  - \_\_\_\_\_ Contractor & Subcontractors
  - \_\_\_\_\_ Other attendees
  - \_\_\_\_\_ Invited but not represented entities (**Letter 22**)
  - \_\_\_\_\_ Project file
- \_\_\_\_\_ **OJT Plan Completed**
  - \_\_\_\_\_ Letter OJT of intent submitted to MDOT Project Manager (**Let23**)
  - \_\_\_\_\_ Receive Approval from MDOT Project Manger
  - \_\_\_\_\_ Submit OJT registration to MDOT Project Manger (**Letter 24**)



\_\_\_\_\_ **Soil Erosion Water Pollution Control Plan Approved**

\_\_\_\_\_ Received from Contractor

\_\_\_\_\_ Approved

\_\_\_\_\_ **Spill Prevention Plan Approved**

\_\_\_\_\_ Received from Contractor

\_\_\_\_\_ Approved

\_\_\_\_\_ **Schedule of Work Approved**

\_\_\_\_\_ Received from Contractor

\_\_\_\_\_ Approved

### **Construction Testing/Documentation**

\_\_\_\_\_ **Minimum Testing Requirements determined and posted**

\_\_\_\_\_ **Acceptance Testing File created**

\_\_\_\_\_ Concrete

\_\_\_\_\_ Pavement

\_\_\_\_\_ Aggregate

\_\_\_\_\_ Other documents required for Min. Testing Requirements

\_\_\_\_\_ Random numbers generated and pay factor calculations  
started for QA items

\_\_\_\_\_ **Project Diary created**

\_\_\_\_\_ Pages set up by date, including weather, crew & equipment, hours  
worked, and activity of the day

\_\_\_\_\_ Any outstanding or significant event (accident, discussion with  
property owner, debate with Contractor, etc.) should be recorded  
here

\_\_\_\_\_ Author should initial the entry daily

\_\_\_\_\_ **Inspector's Diary created** (*note- if Project is staffed by only 1  
person, the Project Diary is sufficient providing the detail of the  
Inspector's Diary is included.*)

\_\_\_\_\_ Pages set up by date; include weather, crew & equipment, hours  
worked, and activity of the day

\_\_\_\_\_ This diary would contain more detail of the day's work than the  
Project Diary. Field measurements can be entered here. Detailed  
work description would be recorded here.

\_\_\_\_\_ This diary would contain details of any finegrading done. Any  
needed undercuts could be entered here. Stationing of the day's  
completed grading would be entered with a statement "Graded  
according to plans within allowable tolerances".

\_\_\_\_\_ Author should initial the entry daily

\_\_\_\_\_ **Final Quantity book created**

\_\_\_\_\_ Book set up by Item numbers

\_\_\_\_\_ Pages set up for original measurements (or comps. From plan  
dimensions or original measurements)

\_\_\_\_\_ Pages set up with a total to date column (makes estimates easy to  
comp.)

- \_\_\_\_\_ All entries and comps. (initialed and dated)
- \_\_\_\_\_ After item completed, compute final quantity
- \_\_\_\_\_ **Drainage book created**
- \_\_\_\_\_ Book set up by stationing, moving from outlet to inlet
- \_\_\_\_\_ Pages set up allowing room for original measurements or comps from plan dimensions for closed systems
- \_\_\_\_\_ Entries should include the work accomplished that day including any rock encountered, obstructions, delays, etc.
- \_\_\_\_\_ all entries and comps. (initialed and dated)
- \_\_\_\_\_ After run completed, compute final quantity and transfer to Final Quantity book
- \_\_\_\_\_ **Pit Authorizations**
- \_\_\_\_\_ Received from Contractor
- \_\_\_\_\_ Approved
- \_\_\_\_\_ **Waste Area agreements completed**
- \_\_\_\_\_ Received from Contractor
- \_\_\_\_\_ Approved
- \_\_\_\_\_ **Contractor's Bulletin Board erected with required postings**
- \_\_\_\_\_ FHWA 1495 and 1495A - "Wage Rate Information"
- \_\_\_\_\_ FHWA 1022 - "Fraud Notice Poster"
- \_\_\_\_\_ OFCCP 1420 - "EEO is the Law"
- \_\_\_\_\_ Sexual Harassment is Against the Law
- \_\_\_\_\_ False Statements Notice
- \_\_\_\_\_ Jobs & Opportunity Women & Minorities
- \_\_\_\_\_ **Project signing monitored** (*condition to be noted in a Diary at least weekly*)
- \_\_\_\_\_ **Weekly statement of working days started** (*unless project is by completion date*)
- \_\_\_\_\_ **Quality Assurance (QA)**
- \_\_\_\_\_ Certified Material Acceptance sampler appointed (City/consultant person contact information shared with MDOT Independent Assurance Supervisor (Joe Anderson ---Bangor--- 941-4545))
- \_\_\_\_\_ Material IA sampler appointed by MDOT and contact information shared with the local administered project Resident Engineer
- \_\_\_\_\_ MDOT contacted to determine if Hot Mix Asphalt/Portland Cement Concrete Plant has been inspected (or needs to be inspected). Contact Rick Bradbury (941-4545) or Wade McClay (865-0164)
- \_\_\_\_\_ MDOT notified of the HMA/PCC placement schedules in order to ensure that monitoring of the plant QC operations is conducted and that scale checks are performed at least twice in five days of production
- \_\_\_\_\_ Process valid HMA disputes submitted by the Contractor (Contact Richard Bradbury Bangor (941-4545))
- \_\_\_\_\_ Acceptance sampling and testing performed and documented by certified technicians. Sampling by City---Testing by MDOT??

- \_\_\_\_\_ **Weekly Certified payroll from each Contractor or Subcontractor received**
- \_\_\_\_\_ **Certified payroll checked for compliance with minimum wage rates**
- \_\_\_\_\_ **Wage rate interviews conducted (2 per month) to compare wages received with wages reported**
- \_\_\_\_\_ **Changes to plans identified**
  - \_\_\_\_\_ Identify needed change with quantities
  - \_\_\_\_\_ Acquire needed prices of work (*if not covered by contract*)
  - \_\_\_\_\_ Prepare Change Order (*including any adjustment to time*) and get any required approvals
  - \_\_\_\_\_ Place Original CO in Project Records
  - \_\_\_\_\_ Send copy of CO to MDOT Project Manager for his records(Let25)
  - \_\_\_\_\_ Send copy of CO to Contractor for his records
- \_\_\_\_\_ **Monthly Progress payment received and approved**
  - \_\_\_\_\_ Prepare Estimate or receive Estimate from Contractor
  - \_\_\_\_\_ Check Estimate (if received from Contractor)
  - \_\_\_\_\_ Estimate given to Contractor (FYI)
  - \_\_\_\_\_ Estimate processed and payment sent to Contractor

### **Project Completion**

- \_\_\_\_\_ **Final Inspection by municipality, MDOT Project Manger and Contractor conducted (Letter 26)**
  - \_\_\_\_\_ Final "punch list" developed
  - \_\_\_\_\_ Final "punch list" of items completed
- \_\_\_\_\_ **Notice of completion sent to Contractor with notification of any liquidated damages (copy sent to MDOT Project Manager)**
- \_\_\_\_\_ **Copy of overruns/underruns sent to MDOT Project Manager**
- \_\_\_\_\_ **As built plans completed and sent to MDOT Project Manager**
- \_\_\_\_\_ **QA Certification**
  - \_\_\_\_\_ Material certification letter submitted to MDOT documentation group
  - \_\_\_\_\_ Testing file submitted with documentation of minimum testing requirements
  - \_\_\_\_\_ QA Pay Factors Computed by Resident and checked by MDOT rep
  - \_\_\_\_\_ Testing Section (Bruce Yeaton ---941-4545) notified of project completion
- \_\_\_\_\_ **Final Quantity book completed**
- \_\_\_\_\_ **DBE/OJT Sign-off from MDOT**
  - \_\_\_\_\_ Final determination of OJT
    - \_\_\_\_\_ Met
    - \_\_\_\_\_ Did not meet and balance waived
    - \_\_\_\_\_ Did not meet and contractor sanctioned
- \_\_\_\_\_ **Final Estimate paid and retainage released**
- \_\_\_\_\_ **Final billing sent to MDOT (Letter 27)**